SiteScape™ Quick Tips
for
Enterprise Forum 7.0 & WebWorkZone

For additional information, click on any **Help** link or button, or click on any information icon. (Here is an example: 🛈)

Register

1. Use your web browser to display the first page of SiteScape software.
2. Click on the **Register** button in the Login box.
3. Enter your last name, and enter a login name that Forum can use to log you in.
4. Enter the same password in the "Password" and "Verify password" boxes, enter your e-mail address and any other optional information, and click on the **OK** button.

If you do not know the address of our web page or do not see a Login box, contact your system manager. Some managers prefer to register login names and passwords for their users.

Log in

1. View SiteScape's collaboration software.
2. Enter your login name and password, and click on the **Login** button. Your name now appears in the upper-left corner of the page.

(If you forget your password, click on the **I forgot my password** link, enter your login name, and click on the **Send New Password** button. Forum sends you a new password in an e-mail message.)

Change your password

1. Log in.
2. Click on either your name or the **User profile** toolbar item, both in the upper-left corner of the page.
3. Click on the **Modify profile** toolbar item, enter your new password in the "Password" and "Verify Password" boxes, and click on the **OK** button.

In addition to changing your password, you can follow the same steps to change any of your registration information.

Look up people

1. Log in.
2. Click on the **List users** toolbar item.
3. Click on the **View the list of all users** link to see all login names, click on a letter or number to see all the login names that begin with that character, or type a search string in the "Search for names" box (and click on the **Search** button) to see a list of all login names that match that string.
4. In the table, click on the name of the person you want to look up.

To search for part of a name, use an asterisk (*). For example, the string `sam*` matches `sam`, `samson`, and `samantha`.

View available workspaces

1. Log in. The left side of the page contains a table of contents of available workspaces.
2. Click on a plus sign (**+**) to view a workspace's child workspaces, and click on a minus sign (**-**) to collapse the list of workspaces.

To view another workspace and access its forums and tools, click on its title in the table of contents.

View discussion forums and entries

1. Log in, and view the workspace containing the discussion forum.
2. Click on the Discussions tab, and, in the drop-down menu, click on the title of the discussion forum you want to access.
3. Click on the title of an entry (discussion topic, document, URL, or survey) that you wish to view.

Add entries to discussions

1. Log in, and view a discussion forum.
2. Click on the **Add** toolbar item, and click on the **Add...** menu item for the type of entry you want to create (such as **Add document**).
3. Fill out the form and click on the **OK** button.

   For a topic, you type text; for a document, you use a **Browse** button to upload a file; for a URL, you specify the address of a web page ("http://..."); and, for a survey, you specify choices for voting ("Yes," "No," "Abstain").

View new or modified entries

1. Log in.
2. Click on the **List unseen** toolbar item.
3. Click on a linked number to see a list of unseen entries in a discussion, click on the discussion's title to see its top folder, or click on **List titles of unseen entries** to include entry titles in the list (this may take a few minutes).

Search for entries

1. Log in.

2. Click on the **Search all** link in the upper-right corner of the page.

3. Enter a search string, and click on the **OK** button.

Hints: Separate search words with spaces; to specify part of a word, use an asterisk ("micro*" matches "microcompany" and "Microsoft"); and, to search for a phrase of more than one word, enclose the phrase in quotes ("great expectations").

Enable e-mail notifications

1. Log in, and view a discussion forum.

2. Click on the **Tools** toolbar item.

3. Click on the **Set Notification** toolbar item.

4. Click one of the Enable E-Mail Notification radio buttons ("digest" for one e-mail message containing summaries, and "individual" for one e-mail message for every new or modified entry), and click on the **OK** button.

Repeat this process for all discussion forums you wish to track.

Add a reply

1. Log in, and view a discussion forum.

2. View an entry to which you want to reply.

3. Click on the **Reply** button in the upper-right corner to reply to the main entry, or click on the **Reply** button in a reply's title line to respond specifically to that reply.

Add an attachment

1. Log in, and view a discussion forum.

2. View one of your own entries.

3. Click on the **Attach** toolbar item, then click on the **Attach files** menu item.

4. Use the **Browse** buttons to specify files to upload and attach to the entry.

You can also add attachments when you create an entry.

Modify your entry

1. View the discussion forum containing your entry, and click on its title.

2. Click on the **Modify/delete** toolbar item.

3. Click on the **Modify** menu item, make changes to the information on the form, and click on the **OK** button.

*For a complete list of SiteScape terminology, click on any Help link or button, click on the **Get Started with...** link in the left frame, and click on the **Glossary** link. For icon definitions, click on **Help**, click on the **Get Started with...** link, and click on the **Icon Descriptions** link.*

Terminology

zone—The set of all of SiteScape's forums and online tools, and all registered users from your organization that can use them.

workspace—A collection of tools that one group uses to work toward a common goal (for example, the company workspace, the engineering workspace, the marketing workspace, and so on).

zone workspace—The tools available to all members of your organization; the first page you see after you log in; and, the starting point for all other workspaces.

child workspace—A workspace that is subordinate to another one, just as a subfolder is subordinate to a folder (for example, the marketing workspace can have the "Print Marketing," "TV Marketing," and "PR" child workspaces).

forum—A SiteScape tool that enables you to collaborate with teammates (for example, discussions, calendars, chat rooms, or messaging).

toolbar item—A link in the blue bar, located toward the top of most of SiteScape's pages, which allows you to do work within the forum.

menu item—A choice presented to you when you click on a toolbar item.

entry—One major piece of information within a forum (for example, a discussion topic, a document, an appointment in a calendar, or a chat session).

user profile—Registration information, the top portion of which is visible to other users and is called a *business card*.

wizards—Step-by-step instructions for SiteScape's more complex tasks (used mainly by managers).

"My summary" page—A page that allows you to track new or changed features in only discussions that are important to you, to view the day's or week's calendar entries, to access the day's scheduled chat sessions, and more.

Contact information

For more information about using SiteScape's collaboration software, view the Help system, read the hardcopy manuals (available through the Help system), or contact the following managers within your organization:

Name	E-mail	Phone Number